



# THE CITY OF FRESNO SEEKS AN EXPERIENCED CONTROLLER / FINANCE DIRECTOR





## UNIQUE OPPORTUNITY

The City of Fresno is seeking an experienced public finance professional with significant management experience to oversee the daily operations of the City's financial activities. The new Controller/Finance Director must have excellent communication skills, a track record of progressively responsible management experience, and a strong team orientation. If you are a highly experienced and knowledgeable professional in this field, and if you value responsive government and solution-oriented leadership, we invite your continued interest.

## THE COMMUNITY

Located on 106 square miles in the lush San Joaquin Valley in the heart of California, Fresno (the Spanish name for Ash Tree) is the Central Valley's largest metropolitan city and the 5<sup>th</sup> largest city in California with a population of 495,913. Centrally situated between San Francisco and Los Angeles, Fresno serves as the business, financial, cultural, and entertainment capital of the San Joaquin Valley.

Fresno is a rapidly growing community within a world-renowned agricultural setting, featuring old-fashioned values coupled with larger city amenities. Fresno's Central Valley location provides easy access to the numerous cultural and recreational activities of both the San Francisco Bay Area and the Los Angeles metropolitan area. Fresno is about three hours driving time to San Francisco, Los Angeles, Big Sur, the Monterey Peninsula, and Morro Bay. Famed Yosemite National Park as well as Sequoia and Kings Canyon National Parks are less than 90 minutes from Fresno. The City is near enough to other sites of natural beauty, such as the majestic Sierra Nevada Mountains and the Pacific Ocean, to offer year-round sports and recreational activities such as golf, tennis, fishing, biking, camping, sailing, winter sports, rock climbing, backpacking, and various water sports. Numerous lakes and two major rivers, including one of California's finest whitewater rafting rivers, are all in Fresno's backyard.

In-town activities include excellent local theatres, a wonderful variety of music and dance, a vibrant nightlife, and a quality philharmonic orchestra. In addition, outstanding museums include the Fresno Art Museum, Arte Americas, the African American Museum, and the Fresno Metropolitan Museum, which attracts world-class touring exhibits.

Fresno's historic Tower District hosts many eclectic events such as the popular Mardi Gras. While there, one can enjoy browsing among its many boutiques, galleries and coffee houses. In mid-Fresno, Valley residents enjoy the splendor of the two-mile stretch of Christmas Tree Lane, an

annual tradition for more than 70 years. Across town, the Old West is celebrated in the neighboring city of Clovis, famous for the annual Clovis Rodeo held for nearly 90 years. In addition, there are local gardens, parks, zoos, and



water theme parks, as well as a strong sports presence. California State University – Fresno's football, basketball, baseball, and women's softball and soccer teams, along with Pacific University's volleyball team are among those that have enjoyed championship level competition and broad community support. The Fresno State baseball team was recently crowned the 2008 NCAA national champion!



The Fresno region is also proud to display its agricultural roots through a series of annual events that include old-fashioned festivals, cultural celebrations, and the largest harvest fair in California. Fresno's agricultural heritage can also be experienced at the many farmers' markets throughout the area.

Fresno offers an excellent environment for family life with its many recreational areas and affordable housing. Schools include a thriving K-12 education system (with public and private options), a well-developed community college network, and universities including California State University – Fresno, Fresno Pacific University, National University, University of Phoenix, and a new University of California campus at nearby Merced. Additionally, a major branch of the University of California – San Francisco School of Medicine is located in Fresno.

## THE CITY GOVERNMENT

With 4,100 employees, Fresno is a full-service city under a "Strong Mayor" form of government. The Mayor is elected every four years through a city-wide election and appoints the City Manager. The City Council is comprised of seven Council Members who are elected by district to four-year overlapping terms. The Council appoints the City Attorney and City Clerk.

The City Manager is responsible for appointing all other department heads in 14 different departments including General Services, Personnel Services, Planning and Development, Downtown & Community Revitalization, Police, Public Works, Finance, Budget, Airports, Information Services, Fire, Parks, Recreation and Community Services, Transportation, and Public Utilities. The City operates two airports (Fresno Yosemite International services most major cities), a bus system, and water, wastewater, and solid waste utilities. The City currently has an annual budget of \$1.042 billion.

## THE FINANCE DEPARTMENT

The Finance Department provides a wide range of support services to other City departments. These include accounting and financial reporting, payroll, billing and accounts receivable, accounts payable, cash management and investing, business licenses and cashing. Overall



responsibility for management of the City's finances rests with the Controller/Finance Director who also serves as the City Treasurer, a position appointed by the City Council. The Controller/Finance Director develops and recommends financial policies for the Mayor, City Council and City departments, and provides oversight of all financial operations consistent with City Council goals and policies as well as State and Federal laws and generally accepted accounting principles. The Department has an annual operating budget of \$10.7 million and 115 employees.

The Finance Department consists of three divisions: Administration Division; Accounting Division; and Utilities Billing and Collection Division.

**Administration Division:** Finance Administration ensures the financial integrity of the City and also provides fiscal coordination and financial policy development services to support all City finance operations. Administration staff ensures that the department strives for customer confidence to ensure customer satisfaction, keeps costs down, and maintains high service levels.

**Accounting Division:** The Accounting Division ensures the financial integrity of the City by providing high-quality, cost-effective financial services to our internal and external customers. Accounting provides full accounting services, including financial reporting and grant coordination, payroll and accounts payable processing, and debt administration. The annual audit process is administered through the division as well as all required financial reporting for the City.

In addition, the Accounting Division's responsibilities include accounts receivable as well as managing the daily cash management and coordination of all bank deposits. Other responsibilities include making the debt service payments on the City's bonds, managing the investment portfolio, and servicing and collecting housing loan payments.

**Utilities Billing and Collection Division:** The Utilities Billing and Collection Division is committed to maximizing the collection of utility fee revenue in a manner that stresses the highest level of customer service available. This division also includes the Business License Tax section which provides assessment of the City's charter and ordinances over the City's business license tax program.

## CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment of a new Controller/Finance Director, the City has identified the primary issues and priorities to be addressed by the successful candidate.

**Debt** - The City continues to make significant investments in the community's infrastructure through a number of capital projects. This infrastructure investment requires the City to secure financing through a variety of sources including the bond market. The new Controller/Finance Director will ideally be experienced in bond indebtedness and obtaining the best revenue streams for the benefit of the City.

**Economic Development Opportunities** – Revenues from a variety of sources – primarily from the City's Utilities' enterprise funds – has created a current "pool" of approximately \$70 million. How this "pool" is managed is a key priority for the City and its new Controller/Finance Director. The City would like its new Controller/Finance Director to explore opportunities for use of these monies to create additional economic development opportunities (i.e. job creation / entry level housing) through public-private partnerships.

**Fiscal Policy** – The Director will provide the organization with leadership and expert advice in the development, periodic update, and implementation of the City's fiscal policies. These policies address a wide range of issues including reserves, debt, investments, and expenditure practices. The City seeks a Director with a strategic orientation who can assess the current organizational structure and practices and provide suggestions for improved efficiencies, while being sensitive to a long-tenured workforce for which change may be difficult. The development of a long term financial strategy for the City is a top priority.

**Political Acumen** – The Controller/Finance Director is appointed by, and reports to the City Manager, but is confirmed by City Council. Because the Director works closely with the administration, while also reporting to Council, the Director must possess the wherewithal to successfully balance the wants and desires of both sides.

## THE CONTROLLER/FINANCE DIRECTOR

The Controller/Finance Director plans, organizes, and directs the day-to-day financial activities of the City, and directs the activities of the Administration, Accounting and Utilities Billing and Collection Divisions.

The Controller/Finance Director oversees the daily operations of the City's financial activities. He/she is responsible for financial planning, fund investment and revenue enhancement, accounting and auditing, license and business tax, and utilities billing and collection. The incumbent exercises considerable judgment and discretion in the administration and direction of this function. This is an unclassified position in which the incumbent is appointed by, and serves at the will of, the City Manager. The appointment and/or termination of the incumbent requires the approval of a super-majority of the City Council.

Typical duties of the position include, but are not limited to:

- Plans, organizes and directs the activities of the City's financial operations.
- Develops and establishes financial policies; coordinates the work necessary to implement and carry out established policies.
- Oversees fund investment and revenue enhancement activities and treasury functions.
- Enforces compliance with standard accounting/auditing systems and fiscal procedures.
- Directs the audit of all financial transactions and expenditure of appropriated funds.
- Directs the accounting activity, the preparation of varied financial reports, and the payroll operation.
- Participates in the development and implementation of the City's fiscal policies.
- Directs the utilities billing and collection, license and permits, and the City's treasury functions.





- Oversees the preparation and administration of the annual budget of assigned divisions.
- Prepares and presents the Comprehensive Annual Financial Report.
- Prepares and presents the Annual Controller's Report.
- Performs related duties as required.

## THE IDEAL CANDIDATE

The City of Fresno is a dynamic and fast-paced organization that continually strives to meet the changing needs of its citizens. The City seeks a Controller/Finance Director who has the energy level and commitment to be part of a dynamic management team that believes in a team environment, meeting high expectations, and continually finding new ways to improve services. The ideal candidate possesses a professional presence, excellent business acumen and strong presentation skills. He/she should be politically savvy and confident in the ability to function in an environment that encourages the free-flowing exchange of ideas. The successful candidate should be able to multi-task and change direction to address the evolving issues of the City. It is important for the selected candidate to have good judgment, be self sufficient and hands-on. He/she should also have excellent people skills and be able to communicate complex information in easily understood terms.

### Education, Certifications and Experience

A Bachelor's degree in business administration, public administration, accounting, or a closely related field is required, as is five years of professional supervisory and administrative experience in public finance administration. A Master's degree is desirable. Active certification as a Certified Public Accountant is preferred. Possession of a valid California Driver's License may be required at time of appointment.

## COMPENSATION

The City has developed a comprehensive compensation program for this position. The specific features of the program include an annual salary up to the mid \$140,000's. Actual salary will be dependent on the qualifications of the successful candidate. The City offers a competitive benefits package including:

**Health and Welfare Plan** – Medical, dental, vision, and some orthodontics for employee and dependents

**Retirement** – City System (2% @ 55); reciprocity with PERS

**Annual Leave** – 23 days per year



**Administrative Leave** – 60 hours per year given each July 1 (up to an additional 32 hours based upon performance)

**Holidays** – 10 city-observed holidays annually, plus two personal days and birthday

**Long-term Disability Income** – City pays 2/3 of monthly salary up to \$7,500 per month, premium paid by City.

**Life Insurance** – Equal to annual salary, premium paid by City

**Deferred Compensation** – Available at employee's option

**Auto Allowance** – \$300 per month

**Flexible Spending Account** – IRS 125 plan for health/dependent care

**Employee Assistance Program** - 3 free confidential counseling sessions every 6 months



## APPLICATION PROCEDURE

This position is **open until filled**. Please apply as soon as possible as resumes will be reviewed as they are received. Your resume should reflect size (staff/budget) and scope of recent responsibilities, as well as **years and months** of beginning/ending dates of positions held. To be considered for this outstanding career opportunity, please submit your resume, cover letter, current salary, and four work-related references to:



*Executive Search*

Stuart Satow  
CPS Executive Search  
241 Lathrop Way  
Sacramento, CA 95815  
916-263-1401 (Ph) 916-561-7205 (Fax)  
Email: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)  
Website: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)  
City Website: [www.fresno.gov](http://www.fresno.gov)

Resumes will be screened in relation to the criteria outlined in this brochure. The most qualified candidates will be invited to interview with the consultant. The City will then select a small number of candidates to compete as finalists. An appointment will be made following thorough reference and background checks.

*Fresno is an Equal Opportunity Employer*